



Northwest Justice Project

401 Second Ave S. Suite 407
Seattle, WA 98104
Tel. (206) 464-1519
Fax

Toll Free 1-888-201-1012
www.nwjustice.org

César E. Torres
Executive Director

Job Announcement Staff Attorney – Pullman

Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of Combatting Injustice • Strengthening Communities • Protecting Human Dignity. NJP secures justice for people in or near poverty through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education and other advocacy.

NJP seeks applications from qualified attorneys committed to supporting our mission in Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman Counties working out of our Pullman satellite office. The ideal candidate would be interested and willing to pursue civil litigation in areas including but not limited to housing, consumer protection, family law, public benefits, reentry and health care access. This is a full-time position.

Northwest Justice Project is especially interested in qualified candidates with professional, personal and/or service experience that allows them to contribute to and support the legal aid community's commitment to race equity.

NJP requires all employees to be vaccinated and boosted against COVID-19. Providing proof of COVID-19 vaccine is a condition of employment. Exemptions based on medical and sincerely held religious beliefs may be requested per NJP's EEO employer policy.

JOB DUTIES:

The staff attorney will undertake a range of duties including, but not limited to:

- Work collaboratively with their office teams to provide day-to-day legal assistance and direct representation to eligible clients referred to the office in all relevant areas of civil law and relevant forums, including state, federal, administrative agencies, and appellate courts.
- Use strategic methods and a broad range of advocacy tools in multiple forums to address high priority client needs, with particular focus on legal needs of persons and groups that experience special barriers to accessing civil legal services, including immigrants, limited English-speaking persons, youth, victims of crime, seniors, disabled persons, and other groups.
- Develop collaborative working relationships with a statewide network of advocates addressing similar and related issues throughout the state; participate in advocacy task forces or work groups to address systemic issues that affect seniors, low-income persons, victims of crime, and communities in Washington.

- Engage with client community members and organizations, participate in legal education events for client groups, social and human services providers, engage with justice system stakeholders, and serve as a resource to other advocates on areas of current or acquired expertise.
- Utilize NJP's case management and timekeeping systems and comply with all applicable regulatory requirements and reporting needs.
- Support the work of NJP partners including the local volunteer lawyer program, private attorneys, programs serving the needs of unrepresented litigants, other legal aid providers and interested parties and organizations addressing the legal needs of low-income persons.

NJP has adopted the Washington Race Equity and Justice Initiative (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. NJP expects all staff to uphold the REJI commitments and approach their role with a desire to learn and grow in this area.

QUALIFICATIONS:

- Member of the Washington Bar, willing and able to take next bar exam, or if licensed in another state, able to gain admission by motion.
- Strong oral and written communication skills.
- Attention to detail and willingness to develop and maintain systems to facilitate grant reporting and compliance requirements.
- Able to develop and implement systems for case processing (e.g. referral, case triage and follow-up).
- Ability to engage and work collaboratively with diverse partners, client communities, law enforcement, health care providers, guardians, case managers, and others.
- Demonstrated cultural competence with immigrants, persons of color and other diverse communities.
- Commitment to providing civil legal services to the poor.
- Ability to travel within Asotin, Ferry, Garfield, Lincoln, Pend Orielle, Spokane Stevens, and Whitman Counties.
- Spanish proficiency is a plus.
- 3 years of legal experience in legal aid/civil litigation or comparable practice preferred.
- Experience representing clients in family law and protection orders is preferred.

COMPENSATION: Starting salary is based upon years of experience, with an annual salary range starting at \$73,142 to \$133,712. We offer a comprehensive benefits package which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of work: NJP's typical client office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Attorney positions are exempt and those in the position are expected to work the hours needed to meet their professional responsibilities.

Please apply by sending your cover letter, resume, and writing sample to attorneyresume@nwjustice.org; Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities.

Application Deadline: June 14, 2024.

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact the Human Resources Department by calling (206) 464-1519.